

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

"VETERANS FIRST"



Classification: STUDENT ASSISTANT

Salary: \$1362.00 - \$1814.00
Intermittent, hourly
20 hours a week, flexible

Location:

Department of Veterans Affairs
VHC Accounting, Headquarters – Medical Billing Unit
1227 "O" Street, Room 403
Sacramento, CA 95814

Who Should Apply:

Students who are currently enrolled in college courses. Must submit proof of enrollment from appropriate college or university. Current State employees within this classification or those who are eligible for transfers. SROA PROVISIONS APPLY.

Duties and Responsibilities:

Under the general direction of the Patient Benefits and Insurance Officer II (Supervisor), the Student Assistant is responsible for maintaining reimbursement files and providing support for section staff:

- Review office documents, manuals, files, and other materials for Health Insurance Portability and Accountability Act, (HIPAA) compliance.
- File, archive, or arrange for destruction of materials as necessary.
- Assist in keying data for the creation and updating of dictionaries in Meditech.
- Assist the Reimbursement Analyst with the Charge Master.
- Order supplies and maintain supply cabinet and office equipment supplies as necessary (ink cartridges, copy paper, printer paper, etc).
- Responsible for distributing daily mail and arranging for any special rush deliveries or courier services.

Desirable Qualifications:

- Ability to use Accounting systems and to learn, create and use PC spreadsheet software.
- Ability to plan, organize, and establish work priorities and assure adherence to policies and procedures.

How to Apply:

Candidates should submit a State Application (STD. 678) and/or résumé to:

Department of Veterans Affairs
Human Resources Office
1227 "O" Street, Room 402
Sacramento, CA 95814

Inquiries: Voice: (916) 653-2535
TDD: (916) 653-1966

ATTN: JACQUIE HAYES-REFERENCE M-80 #060-05/06

NOTE: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: February 10, 2006

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 1.25.06